UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF PLANNING, EVALUATION AND POLICY DEVELOPMENT

DEC 6 2010

(b)(6)

Dear (b)(6)

This is to respond to your September 2, 2010, complaint form to the Family Policy Compliance Office (FPCO) in which you express concerns that the Hypnosis Motivation Institute (Institute) violated rights afforded you under the Family Educational Rights and Privacy Act (FERPA). 20 U.S.C. § 1232; 34 CFR § 99. FPCO administers FERPA, which affords parents and eligible students certain rights pertaining to education records.

FERPA provides that an educational agency or institution that receives U.S. Department of Education funds may not have a policy or practice of denying parents or eligible students the right to:

- Inspect and review education records (34 CFR § 99.10);
- Seek to amend education records (34 CFR §§ 99.20, 99.21, and 99.22); or
- Consent to the disclosure of personally identifiable information from education records except as specified by law (34 CFR §§ 99.30 and 99.31).

The term "education records" is defined as those records that are directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution. Enclosed for your information is a FERPA guidance document. You may also find more information regarding FERPA on our website at: http://www2.ed.gov/policy/gen/guid/fpco/index.html.

You assert that the above educational agency or institution did not comply with one of the following provisions of FERPA:

____ **FERPA's access provision.** The school did not provide you access to your child's or your education records within 45 days of your request.

_X__ **FERPA's disclosure provision.** The school improperly disclosed information from your child's or your education records.

____ **FERPA's amendment provision.** The school has refused to amend your child's or your education records per your request and not provided you with an opportunity for a hearing on the disputed education records.

Based on the information you provided FPCO, we are unable to investigate your allegation(s) for the following reason(s):

____ Your complaint is untimely. A complaint must be received by FPCO within 180 days of the date of the alleged violation or of the date which the complainant knew or reasonably should have known of the alleged violation. (See highlighted portion of the enclosed guidance.)

_X__ FERPA permits educational agencies and institutions to disclose education records to school officials with legitimate educational interest and other specified parties without consent. (See highlighted portion of the enclosed guidance.)

____ Requests to modify a grade, opinions in education records, and other substantive decisions are not subject to FERPA's amendment provision. (See highlighted portion of the enclosed guidance.)

Furthermore, you have not provided sufficient information for this office to investigate your allegation based on your belief that your instructor improperly disclosed your personal information that was contained in your education records. Should you wish to pursue your allegation, please provide this office with information (i.e. a signed written statement from a third party who can verify that information contained in your education records was improperly disclosed) to support your allegation. Once this office receives this necessary information, we will take any appropriate action.

Please forward any future correspondence regarding your allegation through U. S. mail to:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Sincerely

(b)(6)

Bernard Cieplak
Program Analyst
Family Policy Compliance Office

Enclosure